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POSITION EVALUATION DIVISION

ANNUAL REPORT  
(1 July 1954 - 30 June 1955)

SECTION 1. Major Accomplishments and Significant Development During  
Fiscal Year 1955.

A. Introduction:

The purpose of the Position Evaluation Program is to achieve and maintain a sound occupational and salary structure for Agency positions. This program must provide for equitable CIA salary alignment with compensation levels within and outside the Federal Government and be responsive to the unusual job characteristics and employment situations encountered in CIA.

Major items of work accomplished during the past year include the preparation and maintenance of the Agency Occupational Handbook of Position Titles and Codes, which defines and codifies all types of positions in CIA; the review and classification approval of new and changed Tables of Organization; position analysis surveys of both occupational and organizational nature; the development, coordination, and publication of CIA Position and Qualification Standards; the processing of individual position and personnel actions involving desk audit and evaluation of existing and proposed positions; the preparation of staff studies in the field of salary and wage administration or related thereto, such as studies of the Agency T/O system and the promotion program.

B. Following is a distribution of the percentage of total staff time spent on the various activities during the reporting period:

<u>Category</u>	<u>Characteristics</u>	<u>Time Percentage</u>
1. Position Analysis Surveys	Collection, recording, and analysis of duties and qualification requirements for all positions in particular organizational components or occupational categories. Presentation of classifications determined upon and coordination of results with Office concerned. Preparation of survey reports.	18%
2. Position Standards	Intensive analysis of positions in particular occupational categories. Preparation of summary statements of the essential characteristics of the levels of work, qualifications required, and the lines of progression. Coordination of these products.	7%
3. Individual Position and Personnel Actions	Review of selected individual personnel actions in terms of equity and propriety. Such actions are those in which there are unresolved classification questions requiring desk audits and preparation of descriptions.	22%
4. Table of Organization Review and Distribution	Position analysis review of T/O proposals and preparation of OP recommendations to DD/S. Distribution of approved T/O's and control of T/O records.	15%
5. Special Studies and Staff Services	Preparation and coordination of regulations, handbooks, and guides on wage administration matters. Staff support to D/P on the CIA Supergrade Structure. Comments on applicability to PED Program of legislative and other proposals. Analytical studies on current problems of concern to PED, such as promotion policies, the executive development-personal grade plan, pay incentives, grade progression. Extension of machine tabulation methods in the presentation of information about occupational structure of Agency Components. Staff assistance to operating offices on position problems.	21%

(The remaining staff time was divided between formal training within the Agency, leave, and details to other OP Divisions.)

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